



EMPLOYMENT OPPORTUNITY

ELEMENTARY AFTER SCHOOL PROGRAM LEADER

(Unclassified / Part-time)

Recruitment Number: 04-022

Salary: \$16.50 - \$20.06 / Hour

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS

POSITION SUMMARY

The current opening is in the City's "DASH" Program (Dynamic After School Hours), an after school recreation program which is offered at 14 elementary school playground sites. We are seeking mature, conscientious, and highly motivated individuals for this program. This program is a partnership between the City of Chula Vista and the Chula Vista Elementary School District. The "DASH" Program Leader carries out "DASH" programming (sports clinics, arts/crafts, weekly challenges, cooperative games and traditional games) at an individual school site, typically between 1:00 p.m. – 5:00 p.m. This position reports to the DASH Program Supervisor. **NOTE:** Successful completion of a criminal background check and a negative test for TB will be required prior to reporting for work.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following: This position works under the direction of the DASH Program Supervisor. The "DASH" Program Leader will: plan, organize, implement and direct weekly sports clinics in such sports as: field hockey, lacrosse, soccer, track and field, flag football, and ultimate frisbee. The "DASH" Program Leader will also be responsible for: supervising and leading organized, structured activities for large groups of elementary school children; teaching the fundamentals of play and sportsmanship; issuing and maintaining equipment and supplies; developing and maintaining communication with school personnel and parents; administering first aid; ensuring that safety procedures are complied with; developing interest and participation in the "DASH" program; keeping routine records such as attendance and membership; performing basic custodial duties of the playground site; and performing other duties as assigned.

QUALIFICATIONS

Education, Training and Experience – Any combination equivalent to completion of: 2 years of college (60 units) and 2 years of related experience working with elementary school age children, preferably in one or more of the following areas: sports, coaching, arts/crafts, cooperative games, challenges and traditional playground games. Candidates should possess at least 18 units in Recreation, Child Development, Physical Education, Elementary School Education and/or a related field. Candidates without college course work should have a minimum of 4 years of related experience dealing with children. **Bilingual speaking skills in Spanish is highly desirable.** Basic CPR and American Red Cross First Aid Certification must be attained within 30 days of employment. College transcripts must be provided by time of hire.

Knowledge, Skills and Abilities – Knowledge of: fundamentals of a variety of sports; sportsmanship. Ability to: read, speak, write and understand English Language; communicate and interact positively with children; observe children; supervise children; follow written and oral instructions; teach and demonstrate sportsmanship; work effectively with children, parents, school staff, community organizations and the general public; schedule and coordinate multiple programming and activities for elementary school children; maintain safety practices and procedures; supervise and maintain discipline with large groups of elementary school age children. Skills in: supervision, organization, scheduling, and problem-solving; interpreting and complying with city policies, rules and regulations.

PHYSICAL DEMANDS

Must be able to: visually inspect site for safety hazards in both indoor and outdoor settings; physical ability to respond quickly to incidents; physical ability to lead and safely interact or demonstrate active sports and recreation activities; monitor facilities on a continuous basis; lift and carry recreation and sports equipment weighing up to 40 pounds; stand, walk, traverse uneven terrain, bend, stoop, stretch, crouch, push/pull, extend arms above the shoulder, twist at the waist, squat and kneel.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail. **NOTE:** This recruitment will remain "open" on a continuous basis and testing will occur periodically throughout the year as openings occur. All applications for this position will be maintained for a period of one year only.

Part-time/temporary employees participate in the Public Agency Retirement System (PARS). This is in lieu of PERS or Social Security (although employees do contribute to Medicare). The City and the employee each contribute 3.75% of the employee's salary to the PARS.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

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